



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: July 28, 2008

SUBJECT: AWARD OF A CUSTODIAL SERVICES CONTRACT IN THE AMOUNT OF \$61,026 FOR RFB #2112, TO UNIVERSAL BUILDING SERVICES OF RICHMOND AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER.

Report in Brief

Staff recommends that the City Council award the contract for Custodial Services, RFB #2112, to Universal Building Services of Richmond, as the lowest responsive and responsible bidder in the amount of \$61,026.

Background

Bids were opened at 11:00 a.m. Friday, June 27, 2008 for RFB #2112, for Custodial Services for several City buildings and facilities. Seven bids were received. The responsive bids range from \$61,026 to \$89,700 as shown on the Bid Analysis Sheet (Attachment 1). Based on award criteria of costs based on hourly rates, the cost of extra services, the ability of a bidder to perform the contract, past performance with the City of Concord, and references, Universal Building Services is the lowest responsive and responsible bidder and has the proper insurance and experience to perform this type of work.

Discussion

Universal Building Services of Richmond was the lowest responsive and responsible bidder based on a selection criteria that included costs based on hourly rates, the cost of extra services, the ability of a bidder to perform the contract, past performance with the City of Concord, and references. The need for contractual custodial services is based on: fill-in during absenteeism and routine weekend cleaning not currently covered by City staff, Special Projects such as Police Department exterior window cleaning and extra services for weekend rental clean-ups at the Recreation Centers. References were checked on all bidders along with cost comparisons. Universal Building Services of Richmond received excellent references from The City of Pleasanton, Stanford Linear Accelerator Center, Chevron Research and the Purchasing Agent for the City of Concord. Therefore, Staff recommends that the City Council award the Custodial Services contract, RFB #2112, to Universal Building Services of Richmond, as the lowest responsive and responsible bidder in the amount of \$61,026.

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Fiscal Impact

There are sufficient funds in the Custodial Services Fund (#5740) earlier approved by Council, to cover the cost for these contractual custodial services. Costs for cleaning, if needed, after a private event held at the Recreation Centers will be reimbursed from the security deposit received from the entity holding the private event.

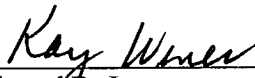
Public Contact

Posting of the City Agenda, advertisement in the newspaper, and the standard bidding process.

Recommendation for Action

Staff recommends that the City Council award the Custodial Services contract, RFB #2112, to Universal Building Services of Richmond, as the lowest responsive and responsible bidder in the amount of \$61,026.

Prepared by: Alton Baxley
Manager of Facilities Maintenance



Edward R. James
Interim City Manager

Reviewed by: Qamar Khan
Director of Public Works

Enclosures: Attachment 1 - Bid Analysis Sheet

ATTACHMENT – RFB#2112 BID RESULTS

COMPANY	TOTAL BID
*Pro Kleen 2646 Appian Way Pinole, CA 94564 (no bonding)	\$38,520.00
*Jani-King of California, Inc. 1855 Gateway Blvd., Ste. #180 Concord, CA 94520 (submitted own agreement with language of a monthly fee – not compliant with bid structure)	\$57,852.20 (PP No. 142 = \$57,418.31)
*Brent Adams, USBS P.O. Box 1221 Redwood City, CA 94064 (work actually subcontracted out to another company)	\$60,701.00
UBS 3120 Pierce Street Richmond, CA 94804	\$61,026.00
Zero Waste Solutions, Inc. 39899 Balentine Dr., Ste #200 Newark, CA 94590	\$62,429.60
First Building Maintenance Co. 2103 MacArthur Blvd. Oakland, CA 94602	\$71,832.60
East Bay Building Services 13782 Doolittle Drive San Leandro, CA 94577	\$73,888.60
*Lee's Building Maintenance 5 Kingwood Pittsburg, CA 94565 (no bonding)	\$88,391.00
Summit Building Services 1128 Willow Pass Court Concord, CA 94520	\$89,700.00 (PP No. 142 = \$89,027.25)